27 November 1961

MEMORANDUM FOR: Chief, Finance Division

FROM

: Chief, WH

STATINTL

SUBJECT

: Overtime

Overtime claimed by your employee, detailed to WHELL as shown on the attached Summary Sheet was authorized and performed. If you wish, you may record this overtime and periodically submit a statement to us for reimbursement from our Allotment #2435-5451-1000 (Vouchered) or #2335-5451-1000 (Unvouchered).

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STATINTL

Att.

Approved For Release 2000/08/29 : CIA-RDP78-05747A000300040007-6

REQUEST FOR AUTHORIZATION OF OVERTIME AND HOLIDAY WORK				
Comptroller				
Chief, Finance Division Pay Period		1	2263-1040-1000 ESTIMATED NUMBER	
		E		
BEGINNING	ENDING	HOUR	S EMPLOYEES	
12 November 1961	25 November 1961	7	1	
		<u></u>		
DICATE, CONCISELY BUT ADEQUATELY, PUR	JUSTIFICATION		<u> </u>	
	NAME AND SIGNATURE OF SUPERVIS	OR (if applicable)		
	NAME AND SIGNATURE OF SUPERVIS	OR (if applicable)	25X1A9a	
25X1A9a Re	cable)	OR (if applicable) AUTHORIZATI		
25X1A9a Re	cable)		ON I	

Approved For Release 2000/08/29: CIA-RDP78-05747A000300040007-6 (When Filled In) ADJUSTMENT VOUCHER FOR ACCOUNTING USE ONLY To Adjust Allotment Charges for Detailed Personnel VOUCHER DATE (2-6) VOUCHER NUMBER (7-12) FOR COMPLETION BY OFFICE REQUESTING ADJUSTMENT TO: ACCOUNTS BRANCH (Fiscal Division) OFFICE OF ORIGIN
Comptroller/Finance **EXPLICATION** PERIOD OF ADJUSTMENT FROM 2 1961 TO 25 Nov 1961 HOURS AND COST OF SERVICES PERFORMED REGULAR OVERTIME NIGHT DIFF. HOLIDAY CONTRIBUTIONS 25X1A9a CIVIL SERV. 6 1 % OF COL. 4 CURRENT SOC. SEC. RATE OF COLS. 4, 6, 8 AND 10 TOTAL COSTS COL. 4+6+8 +10+11 OR 12 HOURS COST HOURS COST HOURS COST HOURS (3) (4) (5) (6) (7) (8) (9) \$69.10 (10) (11) (12) 832.55 (13) **\$32.55** TOTALS \$6930 7 \$32.55 \$32.55 OFFICE OF ALLOTTEE ACCEPTING CHARGES OFFICE DESIGNATION ALLOTMENT TO BE CREDITED ALLOTMENT TO BE CHARGED 24.35-5451-1000 WA 25X1A 25X1A9a 2263-1040-1000 FUNDS AVAILABLE DATE APPR REF. NO. BUDGET AND FISCAL OFFICER FOR ACCOUNTING USE ONLY (13-39) (40 - 42)(47-52) (54-57) (59-67) (68-70) (71-80) AMOUNTS OBLIG. REF. NO. GENERAL LEDGER ACCT. NO. DESCRIPTION ALLOTMENT LEDGER ACCT. NO. TRANS CODE OBJECT CLASS DEBIT CREDIT COPY SENT TO DATE TOTAL PREPARED BY DATE APPROVED BY FORM 1293 OBSOLETE PREVIOUS EDITIONS. Approved For Release 20002029: CIA-RDP78-05747A000300040007-6

(1-49)

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REPORT OF OVERTIME AND HOLIDAY WORK PERFORMED

HAME

GS-9

STATINTL

: 12 - 25 November 1961

COMPONENT

: DDP/WH

STATINTL

CHARGEABLE TO: Allotment #2435-5451-1000 (Vouchered) #2335-5451-1000 (Unvouchered)

0/T

25 Nov 61

0830-1600

APPROVED: 7 Hours Overtime

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